

News and Notes:

New Staff

We would like to welcome Judy Merriman to the Department of Education, Office of Data Management. Judy started on August 2nd and is the Supervisor of the Data Management area. Judy comes to the department after 15 years of service with the Department of Social Services. Judy's contact information is:

Judy Merriman
605-773-4737
judy.merriman@state.sd.us

The department would also like to welcome Laura Ellenbecker to the Department of Education, Office of Data Management. Laura started on August 24th and will be working with Special Education Student Data. Laura's contact information is:

Laura Ellenbecker
605-773-4727
laura.ellenbecker@state.sd.us

Keeping You Informed

The Infinite Campus system is currently being used by two different groups – those that we consider the “State Edition/SIMS” group and those that we consider the “District Edition/DDN Campus” group. You may not be familiar with the group that your school district falls under, so here is one way for you to check. If you have the ability to set up multiple schedule structures and enter in household information, you are using the District/DDN Campus Edition. If you don't have these capabilities, you are using the State/SIMS Edition.

The Office of Data Collection was recently split into two different offices: Office of State Aid & School Finance and Office of Data Management. You can still reach both offices by calling the secretary at 773-3248.

Reporting Deadline

The first reporting deadline for this year is October 15, 2007. This submission should include all students enrolled by Friday, September 28th. All status elements, enrollment information and special education elements for students should be updated by the submission deadline.

Preparing for the Fall Submission

1. Delete user names and passwords for staff who no longer need access to the system.
2. Create 2007-08 calendars. You must create a new calendar. Modifying existing calendars will affect all enrollments tied to that calendar and may result in data loss.
3. If you are using the State Edition, please contact Data Management staff at 773-3248 to have your student enrollments rolled forward to the '07-'08 calendar.

4. Add any new students to your district using the enrollment wizard. **Remember** – If a child is transferring to your district from another SD district, the child should appear when you do a student locator search. If the child does not appear after the first search, try again using the “All People” search criteria. If you still do not get a match, please contact Data Management staff at 773-3248 before creating a new student.
5. Adjust 2007 enrollment records for students who did not return.
6. Update status elements if necessary. If the status is a default value, no updating is necessary.

*Note: The Meal Status, LEP Status and Title I codes are not rolled forward when you copy your enrollments from one calendar to another.

Enrollment Status

For students who have recently exited or enrolled in another school district, put the student at 0% enrolled or delete the enrollment record. If the student is receiving services at another district for which you are paying tuition, the other district should report the child indicating the resident district and code the child with an enrollment status of P (tuition paid by district). The enrollment status codes are listed below. **Please be aware that children coded incorrectly could impact your funding, not only for state aid but also for allocations calculated by the Office of Grants Management.**

- O - Open Enrolled Student
- P - Tuition Paid for Student by Public School District
- W - Tuition Waived for Student
- C - Contracting Student
- T - Tuition Paid by Other
- S - Paid and Placed by State of South Dakota

Overlaps, Transfers and Exiting Students

When a student transfers from your district to another district, be sure to update your system in a timely manner. This will help eliminate duplicate records. To update a student, go back into the students' record and change the exit code from “Student continues” (11) to “Transferred to a School In-State” (3) or to “Transferred to a School Out-of-State” (8).

If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new entry and use the day the student returns as the status start date. Likewise, refer to the NCES guidelines for summer dropouts below.

“Summer Dropouts are students who were not dropouts at the close of the previous school year (2006-07) but who fail to enroll by October 1, 2007. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2006-07 but who is not re-enrolled on October 1, 2007 is reported as a 2007-08 dropout for the 11th grade.

To manage this information in Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using that same date. This will cause the student to be enrolled for one day.

Updating your Data

Data can be continually updated on the database. We would like schools to get in the habit of continually updating their data. By doing this, the Data Management office will be able to provide a better product and service. If data is constantly being updated, we should be able to "catch" programmatic errors sooner and chances are you will get a faster response to any questions you do have. Please remember....The phones tend to get a bit busy around the submission deadlines so your patience and understanding is greatly appreciated.

Infinite Campus Advisory Board

The Infinite Campus program has been an outstanding program for our state and has literally put us ahead of many other states in the area of student management programs. However, we have also admittedly had some bumps in the road along the way. In 2006, Dr. Melmer asked for the development of an action plan that will improve the services provided through Infinite Campus to the districts of our state. The first step in this plan created an Infinite Campus Advisory Board. The current board members are as follows:

- Rich Reimer, Huron School District, Chairman
- Gerald Witte, Winner School District
- Brian Lowery, Aberdeen School District
- Kathy Winson, Britton-Hecla School District
- Julie Holmes, Infinite Campus
- Donna Kiewel, Infinite Campus
- Judy Merriman, Dept. of Education
- Shannon Malone, Dept. of Education
- Jim Edman, Bureau of Information & Telecommunications
- Jeff Slocum, Bureau of Information & Telecommunications

The objectives of this board are to:

1. Discuss ongoing questions and concerns with the Infinite Campus program and its use in the K-12 public schools in South Dakota.
2. Provide feedback to Infinite Campus and the Department of Education on the effectiveness of the program.
3. Assist in the development of training programs for Infinite Campus.
4. Assist in the facilitation of communication plans between Infinite Campus, the Department of Education and K-12 public schools.

Since this committee was formed, they have met several times and discussed many issues regarding the Infinite Campus and the impact of changes on district users. This committee has been instrumental in testing new programming, patches, etc. that are needed to the program prior to the general release to all District Edition users. Please feel free to contact any individual on the above list if you have any issues and/or concerns regarding the District Edition.

Training – It's never too late to learn how!

Mark your calendar for the 2007 South Dakota Infinite Campus Interchange!!

When: October 2³, 2007

Where: Cedar Shores Resort in Chamberlain, SD

The conference will focus on a number of topics including entering your student enrollment records, State reporting elements and structuring class schedules. If you need assistance in one or several areas...please plan to attend. You can register at: http://www.infinitecampus.com/pages/product_menu/interchange/south-dakota.php

Data Management Workshops: Oct. 22 (Pierre), 23 (Rapid), and 25 (Sioux Falls)

- Offered jointly by Data Collections and Special Ed. Programs
 - **Morning session:** Special Education enrollment elements in SIMS
 - **Afternoon session:**
 - *For Data Managers:* Coding enrollment, free and reduced lunch, exiting, etc.
 - *For Special Education:* Reporting and interpreting SPP data.

Contact Linda Turner at Linda.turner@state.sd.us or Melissa Flor at Melissa.flor@state.sd.us for registration information.

Free and Reduced Price Eligibility and the Infinite Campus System

Questions have been raised about whether or not the free and reduced price eligibility status can be encoded into the Infinite Campus system. It is acceptable to enter that data into the system if access to that data is limited. No one at school should be able to see this information on the computer screen or on reports except the people responsible for maintaining the data and those responsible for approved programs. Approved programs would be federal education programs, State health or State education programs (with limitations), and other means-tested child nutrition programs. When the data will be used for any purpose other than determining eligibility for free or reduced price meals, it is recommended that the families be notified. Memos addressing this issue can be found on the National School Lunch Program section of the Child & Adult Nutrition Services website: doe.sd.gov/oess/cans/nsfp/index.asp. Look for “numbered memos” in the Quick Links box in the middle section. Then look for memos number 25 and 46.

The data in the system is not rolled forward from one year to another, though the school is required to carry the prior year’s eligibility for a limited period. The school can carry a student on the prior year’s eligibility status up to 30 days into the school year. Submission and eligibility determination of a new application takes precedence over the prior year’s eligibility status. It is helpful for those monitoring the status and preparing reports for the state and federal level to have that data as soon as possible.

Questions regarding eligibility and sharing of data should be referred to Child & Adult Nutrition Services – Department of Education, 605-773-3413

How to Identify and Record Homeless Students in the Infinite Campus System

According to the McKinney-Vento Law reauthorized with NCLB, each district must identify a district employee as a homeless liaison. The liaison’s duties include the identification of students experiencing homelessness. The district must identify homeless students as students who lack a fixed, regular, and adequate nighttime residence (see definitions below).

Students experiencing homelessness must be identified in the Infinite Campus system. Once a student is identified as homeless, whether or not the student becomes permanently housed, the student must remain designated as homeless until the end of the school year. At the time the student is identified, the district must enter the living situation of the student using the below stated categories. Do not change the categories during the course of the year as we are collecting data on the living situation at the time the student was identified as homeless. The data that you have entered will be downloaded and submitted to US ED each school year.

US ED data shows that districts with a high poverty rate and a large Title I allocation generally identify a greater number of homeless students. We expect this to be true in South Dakota also.

For more information about the identification of students and the responsibilities of the homeless liaison, please contact Laura.Johnson-Frame@state.sd.us or 605-773-2491.

SD Definitions of Homeless

Unsheltered

-a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; vehicles, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. This also includes children or youth abandoned in hospitals or unaccompanied youth. (The term *unaccompanied youth* includes a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing and children and youth denied housing by their families -sometimes referred to as "throwaway" children and youth, - and school-age unwed mothers living in homes for unwed mothers, who have no other housing available.)

Doubled up/ sharing housing

-sharing the housing of other persons due to loss of housing, economic hardship, unavailable housing, or a similar reason

Hotel/Motel

- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations

Emergency/Transition shelter

-domestic violence shelters, homeless shelters, awaiting foster care placement, or short-term government/private assisted transitional shelters (usually 30-90 days) while waiting for more permanent shelter to become available

Transitional Housing

-government/private assisted housing for people who are ready to move beyond emergency shelter into a more independent living situation allowing them to further develop the stability, confidence, and coping skills needed to sustain permanent housing (services for as long as 2 years).

Student Records Resources on the Web

<http://doe.sd.gov/ofm/sims/index.asp>

The above internet address exhibits several resources for Infinite Campus system users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Add or Remove Name from the Listserv

To add or remove a name from the mailing list, please go to the following site and follow the appropriate link <http://listserv.state.sd.us/archives/simsnet.html>.

Schools SIMS Net Contact Person

Please email Jennifer Rattlingleaf, jennifer.rattlingleaf@state.sd.us with any personnel changes or contact information changes.

Save Time for School Staff School Height and Weight Data Collection

The Department of Education (DOE), in collaboration with the South Dakota Department of Health (DOH), is again collecting heights and weights of children 5-18 years old. The voluntary program has been underway since 1998 as an effort to track childhood obesity in South Dakota. It serves as a basis to develop state and local strategies and is a way for participating schools to quantify the problem of childhood obesity. Data for the 2007-08 school year will be accepted at anytime during the school year but must be submitted no later than June 16, 2008 for inclusion in analysis.

Student heights and weights can be entered on the Infinite Campus system which will save staff time. Other electronic spreadsheets or hard copies will still be accepted but Infinite Campus is preferred if available. School nurses and health and physical education teachers often are leading the data collection process. Please share this information with them and others in the district.

The following website includes instruction for using the Infinite Campus: <http://doh.sd.gov/SchoolWeight/>. The web site also includes instruction for taking accurate measurements and for maintaining confidentiality. The DOH is accepting applications for equipment (wall-mounted measuring board and balance beam scale) if needed for your school to participate in the School Height and Weight Data project. Applications are due by September 28th.

Grants to Schools to Improve Nutrition and Physical Activity

The South Dakota Department of Health will be soliciting proposals from schools and out-of-school time programs this fall to improve policy and environment related to healthy eating and increased physical activity. A total of \$80,000 will be available for mini-grants of \$3,000-\$5,000 each. Funds for these grants are from the Department's Maternal and Child Health Block Grant and a recently awarded one-year grant from the National Governor's Association. The RFP will be sent to schools on October 1 and proposals will be due October 30th. Information will also be posted on the Schools tab on the Healthysd.gov website. A webcast presentation will be held on October 11th, to briefly review the grant, highlight possible ideas, and answer potential grantee questions. Mark your calendars to look for this opportunity for South Dakota schools and OST programs.

If you have questions about the school data or the measuring equipment, please contact Kristin at 605-734-4551 or Kristin.biskeborn@state.sd.us. If you have questions about the nutrition and physical activity grants, please contact Colleen at 605-773-3737 or colleen.reinert@state.sd.us.

QUOTE: I was able to use Infinite Campus to enter the schools height & weight information. Using Campus saved me a lot of time since I didn't have to enter all of the extra information. All I had to do was click on a students name and enter their height & weight. It was great!! ----Theresa Adel, South Park Elementary, Belle Fourche, SD

Twice the Fun – 2 Fall Enrollment Reports for Fall 2007

This year, for the first time, a public school district's fall student data submission will generate two separate fall enrollment reports. While they are both based on an enrollment date of September 28th (last Friday of the month) their intended purpose is very different.

As always the fall student data submission will generate a fall enrollment or school census (head count) count to use for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations. As always, this count will be available on the following DOE web site: <http://doe.sd.gov/ofm/fallenroll/index.asp>

The criteria for the school census fall enrollment are as follows:

- student must be enrolled on Friday, Sept. 28th
- enrollment in home school are excluded,
- student must be enrolled greater than 49% to be included,
- open enrolled students are counted in the school in which they are enrolled and served,
- out of state students enrolled in SD schools are included in this count,

- students are counted in the school in which they are enrolled (students tuitioned out of district will not be counted back in the numbers for their resident district),
- count is reported in terms of whole numbers (no decimals), and
- count is reported for all accredited and approved educational programs.

A second count for “state aid fall enrollment” will also be generated based upon the fall student data submission. The intended purpose of this count is to provide a public school district student count for state funding purposes. This count will be used by the 2008 Legislature to appropriate funding for the 2008-2009 school year.

The criteria for the state aid fall enrollment are as follows:

- student must be enrolled on Friday, September 28th (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- student’s enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- enrollment in home school is not included,
- students assigned out of district but for whom the district pays a tuition cost are included,
- out of state students (except for open enrolled students from ND) are excluded from this count,
- open enrolled students are included in the count for the school or district in which they are enrolled and served, and
- count is applicable to public school districts only.

Department of Education State Aid and Data Management staff will be working jointly to generate these reports and will be requesting district verification. Please feel free to contact Susan Woodmansey (susan.woodmansey@state.sd.us or 773-4748) if you have questions about these reports.

Reporting of Limited English Proficiency Data:

Once a student has been tested and determined to be eligible for the LEP (Limited English Proficiency) program he/she must be reported in either the District or State Edition of Infinite Campus. The process is as follows:

1. From the Enrollment Tab, select (click) the appropriate enrollment record.
2. Near bottom of this screen, click on (+) State Reporting Fields.
3. Enter the LEP status data; current date and also select a status of “primary language”.
4. Enter the appropriate “primary language” from the dropout list.
5. Once the above data has been entered it cannot be edited by the district, **only state DOE staff** may edit this data!
6. In the fall of each school year DOE will “progress” this student, based on the results of the DELP (Dakota English Language Proficiency) results from the previous spring.

The current LEP status and language of a student will roll over from year to year and also follow the students as he/she may transfer within the state between schools (both public and private).

Further questions about the LEP program may be directed to Sara Waring, (605) 280-7286.

Your Data is Important!!!

Data elements collected from the State/District Edition of Infinite Campus are major components of No Child Left Behind(NCLB) reporting, State Aid Fall Enrollment, ADM, Child Count and many other State and Federal Reports.

Please review all data carefully!!!

Make sure you have all students who are attending your school at any point throughout the school year entered into the system with an accurate start/end date. Likewise, if you have students who did not attend your school this year, make sure to delete their enrollment record for this year only.

Enrolling a new student into your school – 3 options

- **To enroll a student that has not been in your school district before and they have not been in a South Dakota School in previous years – you will be using the student locator.**

Begin by going to *Index>Student Information>Student Locator* and search for the student there. You should *not* see the student listed in your window of the student locator. You can then hit the “*Create New Student*” button. You will continue to add the demographics and enrollment information at this point. Remember to hit save to save this person's enrollment into your system.

- **To enroll a student that has not been in your school district before, but they are transferring in from another South Dakota School – you will be using the student locator.**

Begin by going to *Index>Student Information>Student Locator* and search for the student there. *The student should appear in the window of the Student locator – you can then select the student by clicking on their name. The demographics of that student will now appear in the window. You can continue to select the enrollment information needed for this student – start date, schedule, grade, etc. Remember to hit save to save this person's enrollment into your system. If the student does not appear in this window, maybe try a different spelling of the name to be sure.

*If you do not see the student listed you are searching for, but know they have attended in South Dakota, check the spelling or possibly a different spelling and search again. If that does not locate the student, you should contact the State to ask them for assistance in finding the correct student rather than creating another student.

- **To enroll a student that has been in your school district before and they are listed in your Campus system.**

Begin by going to *Search>All People*, entering the student's last name and click *Search*. When they appear in the screen below – click on the student's name and begin enrolling them by clicking on their *Enrollment* tab, click on *New* and enter the enrollment information needed for this student – start date, schedule, grade, etc. Remember to hit save to save this person's enrollment into your system

Tidbits...helpful hints we can all use!

. . . .A good rule to follow before you begin enrolling any student, always search for the student in your system by *Search>All People*. You never know if or when that person might have been created in the system. Once you determine if they are in the system or not – you can continue with the enrollment process.

. . . .Releasing Transcripts Electronically to the Board of Regents and Pending State ID Numbers. In regards to using the *Release to SD BOE* option on the student transcript page, Infinite Campus is aware of the issue that this tool is currently not functioning correctly. Some of you may be using this tool to submit student transcripts to the Board of Regents for those applying for the South Dakota Opportunity Scholarship. Instead, you will want to forward a hard copy of the student's transcript to the institution regarding that scholarship. Also, please forward this information to your counselors and/or registrars that may be using this tool.

In regards to the *Pending StateID Numbers*, Infinite Campus is also aware of the issue and at this time, a fix is in development. A pending stateID should not cause any disruptions in scheduling a student, taking attendance, etc.

When these issues are resolved a notification will be sent to the DDN Campus listserv. If you are not registered for this listserv and would like to, please go to <http://www.k12.sd.us/Listserv/DDNCampus.htm> .

Contacts

Shannon Malone – 605-773-2539 – Student data, assessment data, Title III, ADM/ADA, State Reporting, Fall Enrollment

Nick Carda – 605-773-4638 – PRF, Teacher Data

Jennifer Rattlingleaf – 605-773-4703 – Labels, Directory Information